



# JOB ANNOUNCEMENT 2015-025

## Utility Billing Tech.

### Public Works

**Full Time / Non-Exempt / AFSCME Represented**

**SALARY:** \$19.29 – \$24.70 Hourly Plus 6% City paid PERS

**OPENS:** December 14, 2015

**CLOSES:** January 4, 2016 at 5:00 pm

**APPLY TO:** Human Resources – City of Sherwood  
22560 SW Pine Street  
Sherwood, OR 97140  
(503) 625-4201 - Fax (503) 625-4280  
[humanresources@sherwoodoregon.gov](mailto:humanresources@sherwoodoregon.gov)

### **SUMMARY AND REQUIREMENTS**

The City of Sherwood is seeking to fill a full-time Utility Billing Technician position. This position performs a variety of complex activities under general supervision, to contribute to efficient office operations, requiring a thorough understanding of department and Public Works utility programs and procedures. In a team environment, the Billing Technician maintains the billing of all City water, sewer, storm drainage, and street accounts. Responsibilities include preparing dispatches for meter reader, managing computerized billing system for all utility billing activities, preparing and distributing bills, adjusting bills as authorized by the Department Supervisor, and handling customer inquiries and complaints. Individuals assigned to this position must also review accounts for misapplied payments, billing errors, address corrections, discount eligibility and lien-related activities.

**MANDATORY REQUIREMENTS:** Advanced knowledge of office practices and procedures, business English, word processing and spreadsheet software, clerical practices, research methods, report composition and preparation techniques. Ability to operate general office equipment. Equivalent to high school education and five (5) or more years of progressively responsible administrative support experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the duties outlined on the job description.

**DESIRABLE REQUIREMENTS:** Knowledge of municipal government functional areas and specific word processing software utilized within the department.

### **APPLICATION MATERIALS**

Application materials must be completed and received by the Human Resource Department on or before the closing date. Electronic copies are accepted with a signature. Application materials can be found online at [www.sherwoodoregon.gov](http://www.sherwoodoregon.gov) or may be requested by mail by calling Human Resources at (503) 625-4201.

### **SELECTION PROCESS**

A City application, cover letter, and resume will be used to select the top candidates. Those selected for further consideration will be invited to an oral interview. Prior to hiring, the successful candidate may be asked to complete a satisfactory pre-employment criminal history background and drug test.

### **NOTIFICATION**

Due to staffing limitations and the large number of applications we receive, we are unable to confirm receipt of specific applications or notify individuals of the status of their application. Applicants that are not selected will be notified by phone or mail once the position has been filled.

**EQUAL OPPORTUNITY EMPLOYER**

The City of Sherwood is an Equal Opportunity Employer dedicated to a policy of non-discrimination in employment on the basis of race, color, religion, sex, national origin, age, or physical disability. The City of Sherwood provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the Human Resource Department at (503) 625-4201.